

468-000-334 PROCEDURES FOR EMERGENCY ASSISTANCE FOR FAMILIES

Application: Application for Emergency Assistance may be made using Form EA-117 or Form IM-9EA.

Application and Authorization for Emergency Services Using Form IM-9EA: Form IM-9EA includes the application, a tool for documenting eligibility factors, and authorization of services.

Application Section: Completion of the "Application Section" of Form IM-9EA constitutes an official application for EA services. The "Application Section" is to be completed including all available information, and signed and dated.

This section is to be signed by the person seeking services.

Certification Section: The "Certification Section" on lines 1 through 5 is to be used as a guide in collecting information to determine eligibility for EA.

The declaration of the applicant is accepted and must be verified only if it appears to be questionable, using prudent person principle.

Authorization of Services Section: The worker authorizes EA services on lines 6 through 8 of Form IM-9EA.

The EA authorization period commences with the application date and ends 30 calendar days later. After that date, no additional services can be authorized for this 12-month period. Once eligibility is established, services are authorized for up to 12 months (taking into consideration the payment limit for the household size), commencing no earlier than two months prior to the application date.

Eligibility Determination Section: The worker completes questions 9 through 11 of the "Eligibility Determination Section" of the IM-9EA using the information obtained from the "Certification Section" and information available through state data systems. Information given in the certification section generally is accepted without further verification. If it appears unreasonable or questionable, the worker must obtain sufficient additional information or verification.

The client will be eligible for EA based upon the finding of:

1. A "yes" answer to questions 1 through 4 and 6 through 8; and
2. A "no" answer to question number 4, along with a finding that income is within eligibility limits.

After completing the "Eligibility Determination Section", the worker signs and dates the form and enters the data on N-FOCUS.

Application and Authorization for Emergency Services Using Form EA-117: The worker uses the information gathered on the form and through interviews to determine whether the following eligibility requirements are met:

1. The unit must have an emergency due to loss of housing or potential loss of housing and/or other essential services.
2. The unit must include a child 18 years of age or younger.
3. Members of the unit must be legally residing in the United States.
4. The emergency cannot have resulted because of refusal of employment or employment training.
5. The family does not have resources available to immediately meet their needs as defined below.
6. The family has not received EA during the last 12 months.

The worker will document eligibility findings in the case record.

Emergency Assistance Income Eligibility Requirements: The unit in need of Emergency Assistance because of the loss of housing or potential loss of housing and/or other essential services must have gross income no greater than 185% of Nebraska's ADC Standard of Need.

Number in Family	1	2	3	4	5	6	7	8	9	10
185% Gross Income Limit	\$934	\$1153	\$1369	\$1587	\$1804	\$2022	\$2240	\$2459	\$2675	\$2892

For each individual over 10, add \$216.

Note: A child living independently without the support of parents is considered a household of one.

Limits for Housing and Other Essential Service Benefits: With the exception of payments for catastrophic illness benefits, total payments for the 12-month period must not exceed the following amounts:

Number In Family	1	2	3	4	5	6	7	8	9	10
Payment Maximum	\$222	\$293	\$364	\$435	\$506	\$577	\$648	\$719	\$790	\$861

Shelter Expense for Contributions

Number In Unit	1	2	3	4	5	6	7	8	9	10	11	12
Shelter	\$10 1	\$10 1	\$10 3	\$10 5	\$10 8	\$10 9	\$11 1	\$11 2	\$11 3	\$11 4	\$12 3	\$13 3

Procedures for Claiming Reimbursement: Authorization for payment to providers for specific services is made on Form HHS-5N. The worker may use the blank form or a preprinted form from N-FOCUS. Payment for medical services must not exceed Medicaid rates.

Case Records: Case records are to be maintained by the worker and should include the following:

1. Completed Form IM-9EA or Form EA-117;
2. Any additional evidence needed to establish eligibility or ineligibility for EA benefits;
3. A description of the applicant's specific needs;
4. A copy of Notice of Action notifying the applicant of the approval or denial of the application; and
5. A copy of Form HHS-5N and all invoices or receipts that substantiate the EA expenditures of the case.